

CONFIDENTIAL**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

OC-AMD Staff Notes 21 - 25 October 1985

FROM:

AC/OC/AMD

EXTENSION**NO.****DATE****TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AD/CO

31 OCT 1985

1 NOV 1985

2.

~~A/DD/CO~~

3.

OC-EXA

1 NOV 1985

4.

OC/OL/ISC

Archiving

5.

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15.

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OC- 1384785-
31 OCT 1985

MEMORANDUM FOR: Acting Director of Communications

FROM:

Acting Chief, Administrative Management
Division, OC

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1. During the week, Panel N personnel strength decreased, for the third week running, by one due to a resignation. There were no gains or losses in Panel D personnel during the week. The Panel strength now stands which equates to 22 personnel understrength.

2. MCN Assignment Officer, participated in a New Brunswick, New Jersey, AT&T lay-off recruitment effort. Approximately 75 people were interviewed for MCN and MCD positions plus positions within OIT-DNG/MFG. Although some AT&T personnel were interested in a position with the Agency, it is doubtful we will realize any new hires due to the extreme salary differences. The average salary stated was approximately \$40,000.

3. PSS provided statistics to OP/PMCD, on MC careerists who receive night differential payments.

4. RES had its first running of the Monday only testing and interviewing of applicants at the Holiday Inn in Rosslyn. A total of 17 candidates attended with 9 meeting the basic requirements. A break-out of disciplines are as follows:

Panel	Placed in Processing	Rejected
D	6	2
N	3	6

5. A complete revision of ALLOC 110 - Nov 83 has been updated and awaiting publication concerning field recruitment of OC applicants.

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED



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25X1

7. The final draft of the Personnel Management Handbook has been forwarded to all Division Chiefs for their review and comments.

8. A total of 87 Personal History Statements were mailed this week to potential OC candidates.

9. RES is in the process of reviewing responses to our heavy ad campaign in the New Hampshire and Maine Blitz, which will be followed up with a trip during the week of 12 November 1985.

25X1

12. The first segment of the Projects Management Course was held 21-22 October. Participants thought it was a good course.

13. EUCA is conducting three runnings of a five-day management training course for its TCOs. However, the runnings were scheduled prior to getting OTE's blessings. OTE has asked for more information on course content before it validates the course for inclusion in the employees' training records.

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25X1

[REDACTED]

25X1

15. Initial stages of the SC-3 Satellite course conversion to accelerated learning began on 21 October. [REDACTED] from the Center for Accelerated Learning is attending the four-week course to obtain necessary knowledge of the course subject matter to facilitate the conversion. It is estimated that the course can be reduced 25 percent by employing accelerated learning techniques.

16. In an effort to meet training requirements in the foreign networks, two operations instructors have been tasked with obtaining necessary expertise to provide training on the Intelligent Communications Terminal (ICT). Overseas on-site training on the ICT system will begin in early 1986.

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17. CS representatives and [REDACTED] completed a task analysis on "Site Surveys" for the VHF/UHF Utility Net Criterion Referenced Instruction (CRI) course. The team is now in the process of doing a task analysis on the technical portion of the course.

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18. [REDACTED] provided T-96 Multiplexer and Statistical Multiplexer maintenance training at the [REDACTED] communications facility. A total of three technicians were trained on both systems.

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[REDACTED]

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20. A current Design Status Report concerning the Big Build at [REDACTED] was received by [REDACTED] from the Corps of Engineers. In it, the estimated construction award date was changed from February 1986 to May 1986. Inquiry as to the reason for the change resulted in a reply that the previous estimate proved to be unrealistic.

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25X1 21. Funds will be received from Headquarters to cover the cost of a design contract for a new fire alarm system to be installed in [redacted] A contractor has been selected who advises that his workload is such that he will begin work as soon as his proposal, which he will submit immediately, is accepted.

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